

O+M

ROUTING AND RECORD SHEET

SUBJECT: (Optional) Memorandum of Understanding, P&PD and FMD, Transferring Responsibility for Headquarters Auditorium and Rooms T-16 and 1-A07 Headquarters.

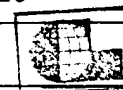
FROM:
Chief, FMD/OL
3E14 Headquarters

EXTENSION

NO.

OL-11031-87

DATE



TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/P&PD
158 P&PD Building

2.

Signature and Concurrence *
* Attached equipment list is
invalid. CMR agreed upon and
furnished to FMD.

3.

C/FMD
3E14 Hqs.

9-30-87

For Concurrence

4.

5.

Director of Logistics

1/10

Approval **

6.

7.

C/FMD

File and Distribution

We need an HN
to the world
on this.

8.

9.

10.

11.

12.

13.

14.

15.

**Only one of the three
Allied positions is fully
cleared. We are waiting for
them to be badged any day
but until then, we'll need
P&PD's support for selected
programs. Also, sound and TV
systems are very shaky. FMD
is starting an upgrade
initiative on 1 October 1987.

16 September 1987

MEMORANDUM FOR: Chief, Facilities Management Division, OL

25X1 FROM:

[redacted]
Chief, Printing and Photography Division, OL

SUBJECT: Memorandum of Understanding, Printing and Photography Division and Facilities Management Division, Transferring Responsibility for Headquarters Auditorium and Rooms T-16 and 1-A-07 Headquarters

1. Effective 01 October 1987, the Office of Logistics, Facilities Management Division (OL/FMD) will assume responsibility for the Headquarters Auditorium and Room 1-A-07. Additionally, FMD will provide teleproduction (videotaping) support for Auditorium activities.

2. The operation and support of the Auditorium is currently the responsibility of Printing and Photography Division (P&PD). This includes audio-visual support to the Auditorium functions, scheduling (Form 3646), and operation and maintenance support to the facility. P&PD also provides teleproduction/media support for Auditorium activities from Room T-16.

3. Room 1-A-07, Headquarters, is controlled and scheduled by the Office of Training and Education (OT&E). P&PD provides audio-visual maintenance support to this facility. Teleproduction support is provided via customer request (Form 70C). P&PD does not have an individual assigned to this classroom on a regular basis. Customers using the classroom provide their own operational support.

4. P&PD will:

a. Relinquish responsibility for the scheduling, operation, and audio-visual support to the Headquarters Auditorium.

25X1 b. Transfer one position [redacted] GS-09).

c. Transfer all audio-visual equipment currently in the Auditorium to FMD. (See Attachment A for a listing of inventory.)

25X1 AIUO When Separated
From Attachments

[redacted]
OL 1103187

~~CONFIDENTIAL~~

CONFIDENTIAL

SUBJECT: Memorandum of Understanding, Printing and Photography
Division and Facilities Management Division,
Transferring Responsibility for Headquarters
Auditorium and Rooms T-16 and 1-A-07 Headquarters

d. Provide training in the control booth and teleproduction center for the transition period, ending 30 September 1987.

e. Provide maintenance and logistical backup support to the Auditorium and Room 1-A-07 during the transition period, ending 30 September 1987.

f. Provide teleproduction and audio/visual support after 01 October 1987 for selected presentations which require security clearances beyond those available to FMD contractor personnel.

g. Provide teleproduction support after 01 October 1987 for selected presentations not technically supported by contractor personnel.

h. Provide pre-production support after 01 October 1987 for slide/vu-graph preparation and multi-media programming.

i. Provide post-production support after 01 October 1987 for video editing, replication, and tape distribution.

j. Continue to provide teleproduction support to Room 1-A-07 and provide all teleproduction support external to the Auditorium.

5. Commencing 01 October 1987, FMD will:

a. provide scheduling, and teleproduction and audio-visual operation support within the Headquarters Auditorium.

b. Provide technical audio-visual support for Room 1-A-07.

c. Provide maintenance and logistical support for the Auditorium and Room 1-A-07.

6. The transfer of equipment, functions, responsibilities, and one position will be accomplished by 01 October 1987. FMD will prepare a Headquarters Bulletin which will address the agreed upon changes.

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SUBJECT: Memorandum of Understanding, Printing and Photography
Division and Facilities Management Division,
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Auditorium and Rooms T-16 and 1-A-07 Headquarters

7. It should be emphasized that P&PD's skills or
employees' clearances will be required in some rare instances
and that P&PD will render whatever help is needed after the
transfer of responsibility is effected.

Attachment

CONCUR:

Chief, Facilities Management Division

Chief, Printing & Photography Division

APPROVED: *V*

Director of Logistics

1 Oct 1987

** Provided that P&PD maintains
capability to operate the auditorium
in those instances where security
considerations dictate that only
staff employees, with appropriate
clearances, be in the auditorium.*

CONFIDENTIAL

Items to be GFE to Allied

5895-Audio Amplifier Dual Buffer Mdl-444 s/n 90828 .
5895-Video Amplifier Uicon Mdl-V200VA s/n 024274
5895-Video Distribution Amplifier w/4 modules By Grass Valley
6730-Universal Slide Projector s/n 82024 w/power supply
Strong Mdl-88004-1 s/n 57290 and 2 lens .
6730-Universal Slide Projector s/n 82029 w/power supply
Strong Mdl-88004-1 s/n 57290 and 2 lens .
6730-Kodak Ektagraphic Slide Projector Mdl-AF-2
s/n 3631624.
6730-Projector 16mm Eastman Mdl-25-B s/n 1992 w/lamp housing
Strong Mdl-65017-2 s/n 76891 and w/power supply mdl-
61000 s/n 53926 .
6730-Projector 16mm Mdl-FP-18 s/n 1921 w/lamp housing
Strong Mdl-65017-2 s/n 76796 and w/power supply mdl-
61000 s/n 53923 .
6730-Overhead Viewgraph Projector Beseler Mdl-5300
s/n 5281 .
5835-Sony U-Matic Mdl-5600 3/4 inch VCR s/n 32915 .
5835-JVC VCR Mdl-HR-D120U s/n 119W1882 .
5820-Sharp 19" television Mdl-XR-3019 s/n 514520 .
6760-General Electric Video Projector color Mdl-PJ-5050
s/n F39X5050C1B04 .
5835-JVC Video Tape Cassette Player only Mdl-CP-5200U
s/n 15919356 .
6760-Spotlight Capitol Super Quartz s/n 2947 .
Tuner Royal Mdl-200T s/n 35978 .
Audio Cassette Recorder Teac Mdl-V550-X
s/n 70409-862 .

Stereo Cassette Deck Teac Md1-V550-X
s/n 101182-863 .

7 1/2 inch Reel to Reel tape player/recorder
Teac Md1-A-6300 s/n 331017 .

5895-Audio Amplifier System with:
Altec-Lasing microphone mixer mdl-1678
Altec-Lasing microphone mixer mdl-1678
Altec Amplifier mixer mdl-1592B
Altec Amplifier mixer mdl-1599B
Altec-Lasing power amplifier mdl-2200 .

4110-Kenmore Coldspot refrigerator mdl-126.769001
s/n 441676 .

7320-Montgomery Ward Microwave oven mdl-KSA8043A
s/n 10074 . .

Microphone Crown mdl-PZM-6LPG s/n 003137

Microphone Crown mdl-PZM-6LPG s/n 003136

Microphone Electric Voice mdl-RE-10 eight
each

Microphone AKG mdl-AKG-P124E three
each

Baldwin Piano Acrosonic ?????????????

Microphone Electric Voice mdl-C094 s/n 8870

7195-Lecturn w/side lights 5-minute timer electric .

6760-Laser pointer Bergen mdl-LP s/n LP6-882

Microphone mixer Shure mdl-M-68

Microphone mixer Shure mdl-m-68

United State flags 3 each

Central Intelligence Agency flags 2 each

6710-Sharp T.V. color camera mdl-XC-800 s/n 211892
w/remote control panel mdl-XC-802RA s/n 211439
w/pan-tilt-head w/relay modual mdl-V-355APTV
s/n 00315

6710-Sharp T.V. color camer mdl-XC-800 s/n 211548
w/remote control panel mdl-XC-802RA s/n 211448
w/pan-tilt-head w/relay modual mdl-v355APTV
s/n 00641

6730-Projector overhead 3M mdl-521-121BAP
s/n 302294

6730-Projector Bell&Howell 16mm mdl 552 s/n 40587

Microphone shotgun Sennheiser mdl-MKH815T
2 each w/cases

T.V. Control Room T-16

5835-JVC Video Cassette Recorder mdl-CR6600U three each
s/n 06610134
s/n 17510079
s/n 17510098

5820-"ISI" video switcher production mdl-902
s/n 1D-1507

6760-Sharp Remote Control Panel mdl-801RP
s/n 211453

6760-Sharp Remote Control Panel mdl-801RP
s/n 211327

5820-Tektronix Vectorscope mdl-1420 s/n B0-42310

5820-Tektronix Waveform monitor mdl-528
s/n B261913

Altec amplifier mixer mdl 1592B

5820-3M Video bridging switcher

6760-Vicon Control stick for remote control panel
for camera tilt-pan s/n 00361

6760-Vicon Control stick for remote control panel
for camera tilt-pan s/n 00362

3M Character generator mdl D-2000 s/n 5714

5820-Tektronix test and signal generator mdl-1470
s/n B010710

5835-Videotex color monitor mdl-VM12PR 12"
s/n 283453B

5820-Videotex color monitor mdl-VM8PRD 8"
s/n 778123

5820-Videotex color monitor mdl-VM8PRD 8"
s/n 778124

5820-Panasonic B&W monitor mdl-WV-5300 s/n 820447

5820-Panasonic B&W monitor mdl-WV-5300 s/n 820448

5820-Sony B&W monitor 5"

5820-Sony B&W monitor 5"

5820-Sony B&W monitor 5"

5820-Sony B&W monitor 9" mdl CVM-155 s/n 12359

5835-Marantz audio tape deck stereo cassette

Hewlett-Packard Audio generator mdl-200AB
s/n 310-16394

Electronic Timer ESE Md1-562DPW s/n 016

5830-Sound System with:

Altec-Lasing monitor mdl-1698 s/n 306844

Altec-Lasing automatic microphone mixer
mdl-1678B

Crown power amplifier mdl-DC-3008

Altec-Lasing equalizer s/n K275066

6730-Projector Beseler large format slide
s/n 14039

Room 1A-07

6730-Projector Beseler mdl-Vu-Lyte-III s/n J-11377

6730-Projector Kodak Ektagraphic mdl-E-2
s/n 4951828X

6730-Projector Kodak Ektagraphic mdl-AF-2
s/n 3869281

6730-Projector Kodak 16mm mdl-AV-295 s/n 02033

5830-Sound system with:

Tech-craft equalizer mdl-100
Altec Amplifier mixer
Ampex 10" Reel to Reel
tape player recorder s/n 019597
Ampex input board s/n 018842

5820-Sony B&W monitor mdl-CUM-115 s/n 12292

5835-Sony U-Matic VCR mdl-VO 1800 s/n 18270

6730-Projector Kodak Ektagraphic mdl AF-2
s/n 5311222

Microphone Electric-Voice mdl RE-10 s/n 7547

7195-Lecturn

Microphone Electric-Voice mdl RE-10 s/n 8864

Shure microphone stand mdl S39A

Microphone neck-type

5835-Projector Overhead ceiling mount Barco Data
s/n 1692

5820-RCA television color 25" mdl-XL-100
s/n 711410682

University Sound mdl CS-04G sound columns
two each

HEADQUARTERS AUDITORIUM

<u>STOCK NUMBER</u>	<u>SERIAL NUMBER</u>	<u>NOMENCLATURE</u>	<u>DN</u>	<u>ACQUISITION COST</u>	<u>CURRENT COST</u>
6760-00-W11-1114	00416	Pan Tilt Head with Relay Modual MDL U-350 EB	569	1,002	1,002
6760-00-W11-1114	00210	Pan Tilt Head with Relay Modual MDL U-350 EB	981	1,002	1,002
7195-00-W19-0000	258-43	Lecturn with Lights on Side 5 Min. Warning 60 Min.	468	1,200	1,200
6730-00-H99-3680	P-14039	Projector Slide King Beseler Sales Mate MDL 3	355	422	422
6730-00-L00-0449	1992	Projector 16mm Kodak MDL 25B	368	18,000	18,000
6730-00-L00-0450	82024	Power Supply Slide Universal Strong Electric Co.	370	3,995	3,995
6730-00-L00-0450	82029	Power Supply Slide Universal Strong Electric Co.	371	3,995	3,995
6730-00-L00-0488	5281	Projector Overhead Transpaque 111 MDL 5300-Beseler	367	2,168	2,168
6730-00-L00-0756	76796	Strong Lamp for Kinoton 16mm Proj. MDL-FP-18	60143	375	375
6730-00-L00-0756	76891	Strong Lamp for 25B 16mm Projector	60143	375	375
6730-00-702-0548	40587	Projector, Motion Picture 16mm B&H MDL 552	373	625	625
6760-00-L00-0546	F39X5050C1B04	Projector, Color TV Screen GE Model PJ505	70107	81,150	81,150
6760-00-L00-0740	2947	Spotlight, Follow, Super Quartz-Capitol	60138	175	175
6760-00-L00-0924	LP6-882	Laser Pointer, with Carrying Case Bergen MDL LP	70235	665	665
6760-00-W11-1110	277	Pan Tilt Head PT 570 Vicon MDL V3000PT	565	528	528
6760-00-W11-1110	298	Pan Tilt Head PT 570 Vicon MDL V3000PT	566	528	528
5820-00-L00-0451	514520	Receiver/Monitor 19" Color Sharp MDL RX3019		757	757
5835-00-L00-0453	331017	Recorder Audio Reel to Reel Teac MDL A-6300		850	850
5835-00-L00-0839	101182	Recorder Cassette V-550-X	70044	295	295
5835-00-L00-0839	70409	Recorder Cassette V-550-X	70044	295	295
5835-00-L00-0514	32915	Sony U-Matic 3/4" VCR		1,833	1,833
5835-00-L00-0555	119W1882	JVC, VHS Cassette Recorder MDL HRD120U		425	425

ROOM T-16

<u>STOCK NUMBER</u>	<u>SERIAL NUMBER</u>	<u>NOMENCLATURE</u>	<u>DN</u>	<u>ACQUISITION COST</u>	<u>CURRENT COST</u>
6760-00-W11-1116	00361	Joystick, Victor Solving MDL V-121 PTV	571	342	342
6760-00-W11-1116	00362	Joystick, Victor Solving MDL V-121 PTV	572	342	342
5820-00-H99-4270	211154	Camera, TV Sharp Electronics MDL XC500U S/N	520	7,471	7,471
5820-00-H99-4270	211162	Camera, TV Sharp Electronics MDL XC500U S/N	521	7,741	7,741
6710-00-L00-0601	211892	Camera, Video Sharp MDL XC800 w/case	5142	5,833	5,833
6710-00-L00-0601	211548	Camera, Video Sharp MDL XC800 w/case	5142	5,833	5,833
5820-00-W20-3437	5292	Video Titler 3M Character Generator MDL D-2000	536	2,954	2,954
5820-00-W20-3437	5714	Video Titler 3M Character Generator MDL D-2000		2,954	2,954
5820-00-H99-4253	BO-10710	Test Generator Tektronix 1470 Colorsync	514	2,600	2,600
5820-00-H99-4254	BO-42310	Vectorscope Tektronix MDL 1420 w/opt 1	515	2,245	2,245
5820-00-H99-4255	NSN138	Switcher, 3M Model 101 Bridging	516	761	761
5820-00-H99-4256	1D1507	Switcher, Video Production MDL 902 ISI	519	4,548	4,548
5820-00-L44-0022	B261913	Waveform Monitor, Tektronix Model 528 w/opt	523	1,169	1,169
5820-00-L44-0027	12359	Monitor B&W 9" Screen Sony Model CVM-115	575	420	420
5820-00-L44-0029	NSN153	Mixer/Amplifier Altec MDL 1592B	581	420	420
5820-00-L44-0042	778123	Color Monitor Videotek Dual 8 Professional	528	1,830	1,830
5820-00-L44-0042	778124	Color Monitor Videotek Dual 8 Professional	529	1,830	1,830
5820-00-L44-0045	B20447	Monitor B&W Dual 9" Panasonic Model 530	530	371	371
5820-00-L44-0045	B20448	Monitor B&W Dual 9" Panasonic Model 530	531	371	371
5820-00-W00-0001	NSN143	Monitor, B&W 5" Screen Sony	532	150	150
5820-00-W00-0001	NSN144	Monitor, B&W 5" Screen Sony	533	150	150
5820-00-W00-0001	NSN145	Monitor, B&W 5" Screen Sony	534	150	150
5820-00-W11-1113	NSN146	Junction Box Rackmount Sharp MDL XJB-500	535	429	429
5835-00-L11-0019	06610134	VCR, 3/4" U-Matic Unit JVC Model CR6600U	538	2,788	2,788
5835-00-L11-0019	17510079	VCR, 3/4" U-Matic Unit JVC Model CR6600U	539	2,788	2,788
5835-00-L11-0019	17510098	VCR, 3/4" U-Matic Unit JVC Model CR6600U	540	2,788	2,788
5835-00-W00-0002	99U041057	Audio Tape Deck Stereo Cassette Marantz Mode	541	275	275
5835-00-W11-1116	283453B	Monitor Video, Tek. Professional Rack Mount	574	940	940
5895-00-W11-0001	1390	Amplifier, Video Distribution TM/TVA 5250 S/	545	492	492
5895-00-W11-0001	1400	Amplifier, Video Distribution TM/TVA 5250 S/	546	492	492
5895-00-W11-0001	1494	Amplifier, Video Distribution TM/TVA 5250 S/	547	492	492

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ROOM T-16

<u>STOCK NUMBER</u>	<u>SERIAL NUMBER</u>	<u>NOMENCLATURE</u>	<u>DN</u>	<u>ACQUISITION COST</u>	<u>CURRENT COST</u>
5895-00-W11-0002	213	Amplifier, Audio Distribution TM/TAA-525 S/N	548	327	327
5895-00-W11-0003	267	Amplifier, Subcarrier Distribution TM/TSA-52	549	340	340
5895-00-W11-1111	467	Amplifier, Distribution TPA-527 S/N 467	550	305	305
5975-00-W11-1112	NSN151	Rack, Equipment Winsted w/Casters	552	692	692
6625-00-W11-0004	016	Timer, Module, Universal Counter MDL 5308A	553	446	446
6760-00-L00-0602	211327	Panel, Remote Control Sharp Model XC-80RPA	5142	1,711	1,711
6760-00-L00-0602	211439	Panel, Remote Control Sharp Model XC-80RPA	5142	1,711	1,711
6760-00-L00-0602	211448	Panel, Remote Control Sharp Model XC-80RPA	5142	1,711	1,711
6760-00-L00-0620	211453	Panel, Remote Control Sharp Model XC-80RPA	5142	1,711	1,711
6760-00-L00-0603	162715	Lens, Camera, Fujinon 12.5 275mmF/2 MDL A22X	5142	13,223	13,223
6760-00-L00-0603	162730	Lens, Camera, Fujinon 12.5 275mmF/2 MDL A22X	5142	13,223	13,223
6760-00-W11-1113	550942	Lens, Motorized, Zoom, TV-10 F1.8, 16-160mm	567	2,040	2,040
6760-00-W11-1113	553046	Lens, Motorized, Zoom, TV-10 F1.8, 16-160mm	568	2,040	2,040
7430-00-H02-7088	5527676	Typewriter, Electric IBM MDL Selectric S/N	573	569	569

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ROOM 1A-07

<u>STOCK NUMBER</u>	<u>SERIAL NUMBER</u>	<u>NOMENCLATURE</u>	<u>DN</u>	<u>ACQUISITION COST</u>	<u>CURRENT COST</u>
5820-00-L44-0029	NSN154	Mixer/Amplifier Altec MDL 1592B	582	420	420
5820-00-L44-0034	711410682	Receiver Television Color 25" RCA MDL JU	527	438	438
5820-00-L44-0002	10670	Camera, Studio with Viewfinder Sony MDL AVC-4	522	672	672
5835-00-L00-0599	1692	Video Projector System Barco Data 32 Kit CEI	5132	15,700	15,700
5835-00-W11-1111	18270	VCR, 3/4" U-Matic Sony MDL VO-1900	576	1,159	1,159
6730-00-H00-0010	7356060	Projector Overhead, B&H MDL 360CC	559	170	170
6730-00-H99-2363	B12925	Projector Motion Picture Kodak MDL AV-126 TR	555	345	345
6730-00-H99-2608	H9806	Projector, Vu-Graph Beseler Royal S/N H9806	556	1,055	1,055
6730-00-H99-2645	J11377	Projector, Opaque, Speed-O-Matic Vu-Lyte 111	557	365	365
6730-00-H99-2687	K-7052	Projector Still Picture Transparency, Beseler	558	360	360
6730-00-L00-0032	4951028	Projector, Slide, 35mm, Kodak Carousel E-2 E	177	131	131
6730-00-W00-0002	38692B1	Projector, 35mm Slide Kodak Extographic MDL	560	242	242
6730-00-W00-0002	5311222	Projector, 35mm Slide Kodak Extographic MDL	561	242	242
6730-00-W08-1723	K-7952	Projector, SP, Vu-Graph Royal Complete w/30"	562	975	975
6730-00-W12-6350	02033	Projector MP Kodak, Pageant MDL AV-295 TR	563	1,061	1,061
5830-00-L00-0897	K306844	Sound System, C/O Equip. Rack, Mixer/Audio S	70170	10,462	10,462
5820-00-L44-0027	12292	Monitor B&W 9" Screen Sony MDL CVM-115	524	420	420
5830-00-W15-5559	100022	Amplifier Altec Safeguard MDL 443A	537	426	426

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DRAFT EMPLOYEE BULLETIN

HEADQUARTERS AUDITORIUM

EB _____

18 September 1987

1. Effective, 1 October 1987, responsibility for scheduling, operating, and maintaining the Headquarters Auditorium is transferred from the Office of Logistics, Printing and Photography Division to Office of Logistics, Facilities Management Division. Activities involving the Auditorium may be scheduled via Form 3646, available in Agency supply rooms. Inquiries concerning use of the Auditorium may be directed to the FMD, Auditorium Staff, extension 2-6310 or (53977 secure).

2. Concurrent with the transfer of Auditorium responsibilities to OL/FMD, the Auditorium Staff will also provide audio visual maintenance support in Conference Room 1A07, Headquarters. However, scheduling for this facility will remain with OTE, [redacted] and teleproduction support within that area will continue to be provided by OL/P&PD, [redacted]

STAT
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(1-6 Distribution)

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